

June 11, 2026

To all TMSA Member Municipalities:

**RE: Code of Conduct for Building Services**

Dear Members,

I am writing to provide a brief update on a Code of Conduct for our Building Inspector.

**PURPOSE**

This notice is to formally advise that the Temiskaming Municipal Services Association has adopted a unified Code of Conduct for the Chief Building Official, effective June 11<sup>th</sup>, 2026.

**BACKGROUND**

Under Section 7.1 of the Building Code Act, 1992, every "Principal Authority" (the municipality) is required to establish and maintain a code of conduct for its building officials. Given the shared-services model of the TMSA, a unified code ensures that the Chief Building Official (CBO) operates under a consistent set of ethical and professional standards across all 21 member jurisdictions.

**KEY FEATURES OF THE CODE**

The adopted Code of Conduct emphasizes the following:

- **Professional Independence:** Ensuring the CBO makes statutory decisions (permits, orders, and inspections) based strictly on the Building Code, free from external or political influence.
- **Fairness:** Guaranteeing impartial treatment of all residents and builders within your municipality.
- **Clear Accountability:** Establishing a formal process for any concerns. If a breach is suspected, your CAO shall submit the allegation to the Secretary Treasurer for review and action by the TMSA Board.



**While the TMSA manages the employment of the CBO, the Building Code Act places the ultimate responsibility on the municipality.**

- Receive this Code of Conduct for information.
- Post the attached Code of Conduct on your municipal website or at the municipal office to satisfy the public notice requirements of the Act.

**ENCL:** Board Minutes of March 12, 2026  
Code of Conduct for CBO  
Public Notice of Code of Conduct

## **Code of Conduct: Chief Building Official**

### **Serving the Member Municipalities of the Temiskaming Municipal Services Association (TMSA)**

#### **1. Purpose and Statutory Authority**

This Code of Conduct is adopted by the Board of Directors of the Temiskaming Municipal Services Association (TMSA) as a governance policy. It is intended to promote the highest standards of professional and ethical behaviour and to support the fair, independent, and objective administration of the *Building Code Act, 1992*. This Code is informed by the duties and authorities set out in the Building Code Act, principles of administrative law, and best practices for shared municipal service delivery.

#### **2. Organizational Framework**

The CBO operates within a unique shared-services model designed for efficiency across the region:

- **Administrative Umbrella:** The Chief Building Official is an employee of the Temiskaming Municipal Services Association and is subject to TMSA's employment policies, procedures, and human resources oversight.
- **Direct Appointment:** Notwithstanding this employment relationship, the Chief Building Official is individually and separately appointed by by-law of each member municipality they serve. Authority to act under the Building Code Act arises solely from appointment by the municipal council. Each municipal council retains full discretion to appoint, decline to appoint, or revoke the appointment of a Chief Building Official or inspector.
- **Statutory Duty:** When exercising powers or performing duties under the Building Code Act, the Chief Building Official's primary duty is to the legislation and to the municipality in which the work is being performed. Administrative, operational, or financial interests of the TMSA shall not interfere with or supersede this statutory obligation.

### 3. Core Principles

The CBO shall adhere to the following principles:

- **Fairness:** Apply the Building Code consistently and impartially to all residents, builders, and applicants.
- **Independence:** Make all statutory decisions (such as permit approvals or orders) independently of political or external influence.
- **Integrity:** Act with honesty and professionalism, maintaining the public's trust in the safety of the built environment.
- **Objectivity:** Ensure that the administrative interests of the TMSA do not supersede the legal requirements of the *Building Code Act*.

### 4. Allegations of Breach of Code of Conduct

This section applies only to alleged breaches related to employment conduct or ethical obligations under this Code and does not apply to disagreements with or appeals of statutory decisions made under the Building Code Act.

1. **Submission:** Any allegation of a breach of this Code shall be submitted in writing.
2. **Reporting Path:** The allegation shall be submitted by the Chief Administrative Officer (CAO) or designate of the municipality in which the breach is alleged to have occurred.
3. **Recipient:** The CAO or designate shall submit the written allegation to the Secretary-Treasurer of the Temiskaming Municipal Services Association for administrative intake.
4. **Review and Action:** The TMSA Board shall review the matter solely in its capacity as employer and only for the purpose of determining whether an employment-related breach of this Code may have occurred and whether employment-related action is warranted. Nothing in this Code authorizes the TMSA Board to review, overturn, or direct statutory decisions made under the Building Code Act, nor to discipline a Chief Building Official for the content or outcome of a statutory decision. Nothing in this Code limits the authority of a municipal council to address statutory matters, including the appointment or revocation of appointment of a Chief Building Official, in accordance with the Building Code Act.

## **5. Conflict of Interest**

The CBO shall avoid any situation where personal, financial, or professional interests conflict with their statutory duties. Any potential conflict must be disclosed immediately to the CAO or designate of the affected municipality and the TMSA Board.

Upon disclosure of a conflict, the Chief Building Official shall take appropriate steps to remove themselves from the matter until the conflict has been appropriately addressed. All disclosures and resolutions shall be documented to protect the integrity of the process and the interests of all parties.

## **6. Participating Municipalities**

This Code of Conduct applies to the Chief Building Official while performing any duties or providing any services on behalf of the Temiskaming Municipal Services Association, including services provided to member municipalities and services provided under contract or agreement.

# **Code of Conduct for Building Services**

## **Public Notice**

### **Temiskaming Municipal Services Association (TMSA)**

The Building Department for our municipality is managed through a partnership with the Temiskaming Municipal Services Association (TMSA). To ensure the highest level of trust and safety in our community, the Chief Building Official (CBO) operates under a formal Code of Conduct.

#### **Our Commitment to You**

When you apply for a building permit or request an inspection, you can expect our building services to be delivered based on these four core values:

- **Fairness:** Every application is treated equally. We apply the rules of the Ontario Building Code consistently, regardless of who the builder or homeowner is.
- **Independence:** The CBO makes decisions based strictly on the law and technical safety standards. These decisions are made independently of any outside or political influence.
- **Integrity:** Our staff acts with honesty and professionalism. We aim to protect the safety of the public and the integrity of the buildings in our region.
- **Objectivity:** Decisions are based on facts and the requirements of the Building Code Act.

#### **A Unique Partnership**

While the CBO is an employee of the TMSA (a not-for-profit association), they are directly appointed by our Municipal Council. This means they are legally responsible to our municipality to ensure all construction meets provincial safety standards.

#### **Accountability**

We take all concerns regarding professional conduct seriously. The Building Code Act requires a formal process for handling complaints about the conduct of building officials:

- If a member of the public believes there has been a breach of this Code, they should contact the Chief Administrative Officer (CAO) of the municipality where the work is located.
- The CAO will then bring the matter to the TMSA Board.
- The TMSA Board will formally review the matter and take any necessary action to ensure standards are maintained.

#### **Why This Matters**

Building codes exist to protect the health, safety, and accessibility of the places where we live, work, and play. This Code of Conduct ensures that those safety rules are enforced fairly and professionally across all 21 member municipalities in our region.